

FUND DISBURSEMENT

The purpose of this Exhibit is to provide clarification of the documentation required for reimbursement of authorized project costs with grant funds (RD Instruction 4284-G, Section 4284.648, Fund Disbursement).

Grant funds will be disbursed on a reimbursement basis. The file should contain, at a minimum but not limited to, the following to support each reimbursement voucher:

1. Wages
 - (a) Who was paid (name of individual)
 - (b) Hourly rate, total hours worked and total dollars paid
 - (c) Brief description of work done
2. Travel
 - (a) Name of traveler
 - (b) Dates and where traveled (from one destination to another)
 - (c) Cost of travel (copy of motel room receipts, commercial transportation tickets, etc.)
 - (d) Number of miles and rate of reimbursement
 - (e) Purpose of travel
3. Telephone expenses
 - (a) Caller and who was called
 - (b) Brief summary of purpose and cost of the call
4. Supplies
 - (a) A brief statement on why or how the supplies apply
 - (b) Copy of paid sales slip or invoice
5. Contract
 - (a) A brief statement on purpose of contract
 - (b) Date when work was done
 - (c) Amount of contract paid with copies of all invoices showing date paid
6. Equipment purchased
 - (a) A brief statement on need for equipment
 - (b) Description of equipment purchased which includes the serial numbers and copy of invoice showing date delivered, cost of equipment and date paid

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